



**Town of Hamilton Planning Board
PO Box 429, 577 Bay Road
Hamilton, MA 01936
978-468-5584**

MINUTES

May 21, 2013

Welcome – At 7:30 PM Chairman Peter Clark opened the meeting. Planning Board members Rob McKean, Ed Howard, Rick Mitchell, Brian Stein, and Claudia Woods were present. Planning Coordinator, Kristine Cheetham was also present.

New/Old Business

1. Pirie Sub-committee Update

P. Clark read a letter from J. Orlando due to his absence regarding the request from Attorney Greenough to take a position on the Pirie property. His letter stated that he did not feel it was appropriate for the Planning Board to render any opinion on a political matter that might later appear before the Board under its' regulatory authority.

P. Clark then addressed the letter submitted to the Board from Attorney Greenough. Chairman Clark stated that the Board agreed at two previous meetings not to take any vote or declare any collective opinion on the Pirie property right of first refusal process. He reminded the group that they received advice from town counsel as well. All of the members agreed not to take a vote or draft a letter in response to the request.

Attorney Greenough stated his concern with the public presentation by the Pirie sub-committee. He felt that some of the information was misleading about the ability of the concept plan to gain permits. He also stated that with two members of the Planning Board on the sub-committee, the presentation seemed to carry the weight of an endorsement by the Board.

C. Woods expressed the difficulty with being a member of the Board and the sub-committee. She noted that her opinion(s) about the project have changed through-out the process. She did not want the community to feel that the members of the sub-

committee or the Planning Board were individually tied to the proposal. She requested that the Chair submit a letter to the Board of Selectmen regarding the Planning Board's agreement not to take a vote or position on the Pirie project. P. Clark agreed.

2. Other Committee Updates

E. Howard shared a brief update on the CPC with the Board. He stated that this committee was not committing any funds to the Pirie property at this time.

R. Mitchell shared a brief update on the activity of the Hamilton Development Corporation. He noted that they are working on organizational matters as well as drafting an RFP to study the downtown.

K. Cheetham shared an update on the Housing Production Plan. The Board of Selectmen endorsed the Plan at their recent meeting so it can now be forwarded to the state for approval. She reminded the group that this Plan is a first step for the community to begin to identify and address strategies related to housing development for Hamilton. The Affordable Housing Trust will use the Plan to establish an action plan for Hamilton that is realistic.

3. Roberts Rules – E. Howard shared some research on Roberts Rules with the Board. He was looking for information on the ability of the Board to introduce new business at a meeting. The Planning Board has not adopted the use of Roberts Rules. After several discussions last year and review of the open meeting law(s), K. Cheetham agreed to put the category New/Old Business on each agenda. The open meeting laws prefer to see specific topics listed, especially if a Board anticipates that a certain subject is likely be addressed. However it is allowable to list new/old business. E. Howard requested that this subject be listed on the next meeting agenda for further discussion.
4. Pledge of Allegiance – At a previous meeting J. Orlando asked if the Board would consider saying the Pledge of Allegiance at the beginning of each meeting. P. Clark requested that the Board discuss this at the next meeting.
5. Jeffrey Melick – The Planning Board reviewed the application and resume of Jeffrey Melick for an alternate position. He introduced himself to the board and shared information about his experience(s) working on other local boards in Sherborn. He has been a resident for over 10 years in Hamilton and is involved with the local sports teams. A member of the Board questioned what it was that Mr. Melick liked about Hamilton. He responded that he chose to move here because of the rural nature of the community and also because there was a train station linking the community with others.

General Discussion of Zoning By-law Reviews

K. Cheetham asked the Board if they wished to work on zoning bylaw updates over the summer. If so, which ones?

The members of the Board briefly debated reviewing the OSFPD bylaw. However, they felt that the Pirie property vote might create confusion over the intent of the Board. They decided it was best to wait until after the town meeting vote. There was a short discussion about revisiting the rules and regulations for special permits with regard to the development of a yield analysis. R. Mitchell suggested that the process was set up in a general way and that site specific issues would arise during the pre-application conference.

Some members voiced support for the organizational overhaul of the bylaw. In the fall of 2012 J. Orlando presented an outline to consolidate the zoning bylaw. The Board questioned whether to hire a consultant for this or try to amend it themselves with staff. K. Cheetham informed the Board that they have roughly \$11,000 in their budget for a Master Plan – Phase II activity. The Board agreed to continue the discussion at a future meeting.

Approval of Minutes

R. McKean forwarded comments on the May 7, 2013 minutes. They will be revised and submitted for approval at the next meeting.

Information requests of staff:

1. What are the actual numbers/statistics for the housing stock in Hamilton? How many homes are assessed within the affordable range (\$350-375K)?
2. What is the typical width of the major and minor roadways in Hamilton?

9:30 PM – R. Mitchell made a motion to adjourn. B. Stein seconded. All voted in favor.